

Creating
your
Access Indiana
account



Creating your Access Indiana account, Pre-Step 1

- Before you begin, please note that you **MUST** have an individual email address in order to register for Access Indiana. (*An individual email address is one that only YOU will use.*)
- You cannot use a group or team email address. (*A group or team email address is one that is not solely in your name or is accessible by more than one individual.*)

Here is an example of each:

Unacceptable email address

Lab.Team@mycompany.com



Acceptable email address

Jenny.Hallmax@mycompany.com



Creating your Access Indiana account, Pre-Step 2

- You must use either Microsoft Edge or Google Chrome as your web browser.
- Internet Explorer will no longer work once the SSO (Single Sign-On) implementation has occurred.

NO



YES

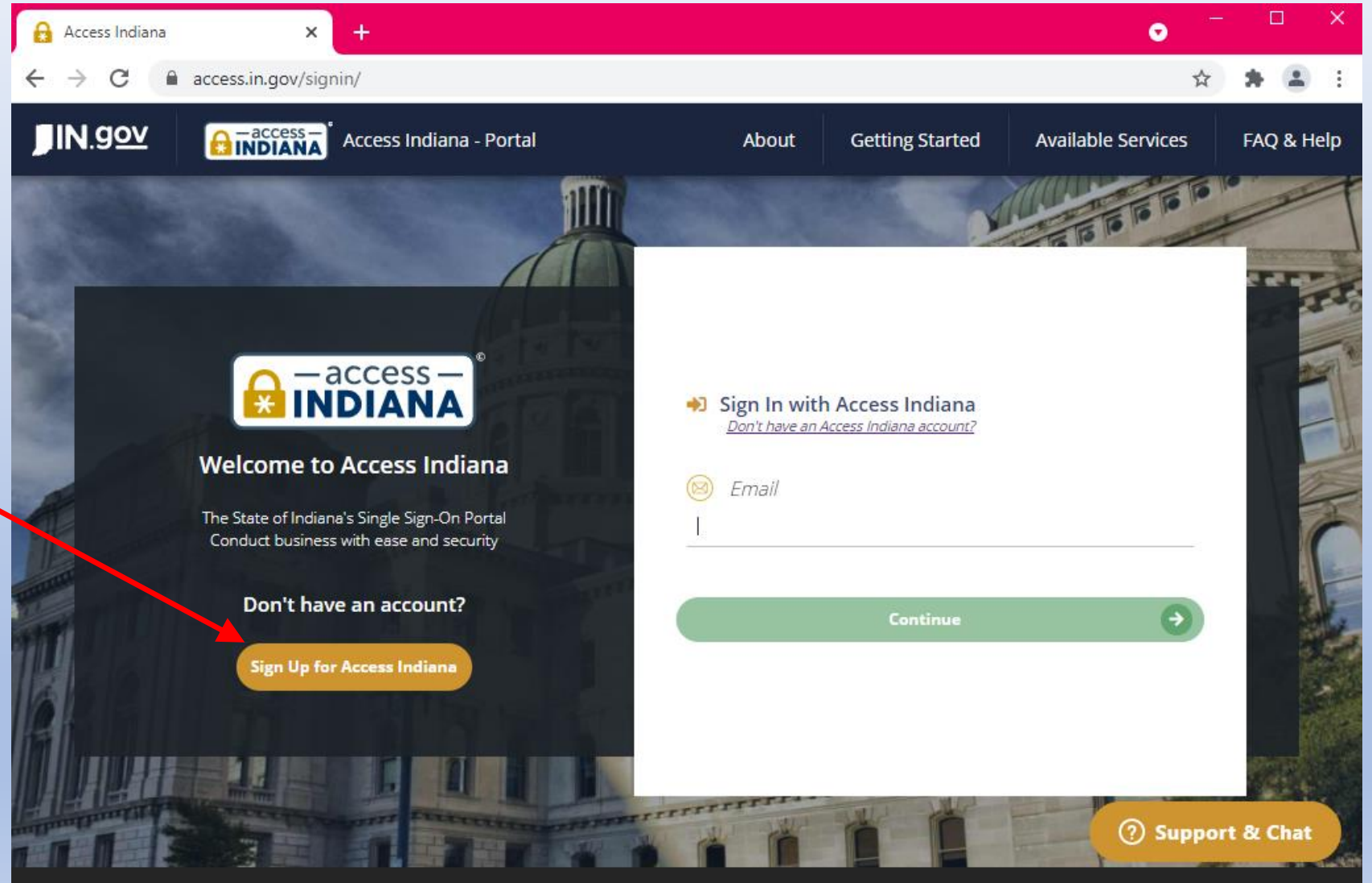


YES



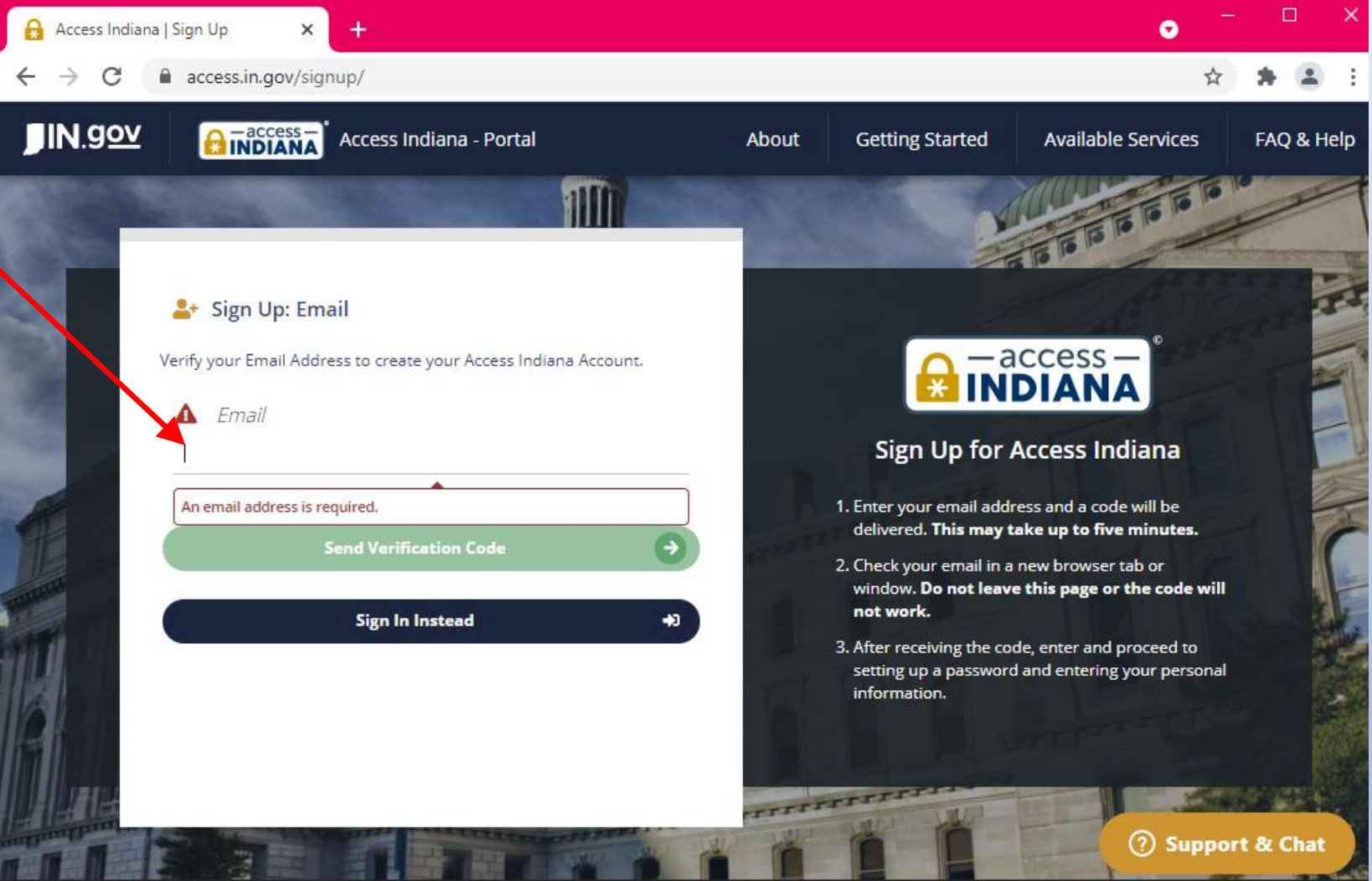
Creating your Access Indiana account, Step 1

1. Go to **Access Indiana** at <https://access.in.gov>
2. Click the **Sign Up for Access Indiana** button to begin the registration process



Creating your Access Indiana account, Step 2

1. Enter your email address and a code will be sent to you. **This may take up to 5 minutes.**



The screenshot shows a web browser window with the URL `access.in.gov/signup/`. The page features the **IN.gov** and **access INDIANA** logos, along with navigation links: **About**, **Getting Started**, **Available Services**, and **FAQ & Help**. A central modal window titled **Sign Up: Email** prompts the user to "Verify your Email Address to create your Access Indiana Account." It includes a red warning icon and the text "Email". Below this is a text input field with the error message "An email address is required." and a green **Send Verification Code** button with a right arrow. At the bottom of the modal is a dark blue **Sign In Instead** button with a left arrow. To the right of the modal, a dark sidebar contains the **access INDIANA** logo and the heading **Sign Up for Access Indiana**, followed by a three-step instruction list. At the bottom right of the page is an orange **Support & Chat** button with a question mark icon.

Access Indiana | Sign Up

access.in.gov/signup/

IN.gov **access INDIANA** Access Indiana - Portal

About Getting Started Available Services FAQ & Help

Sign Up: Email

Verify your Email Address to create your Access Indiana Account.

Email

An email address is required.

Send Verification Code

Sign In Instead

access INDIANA

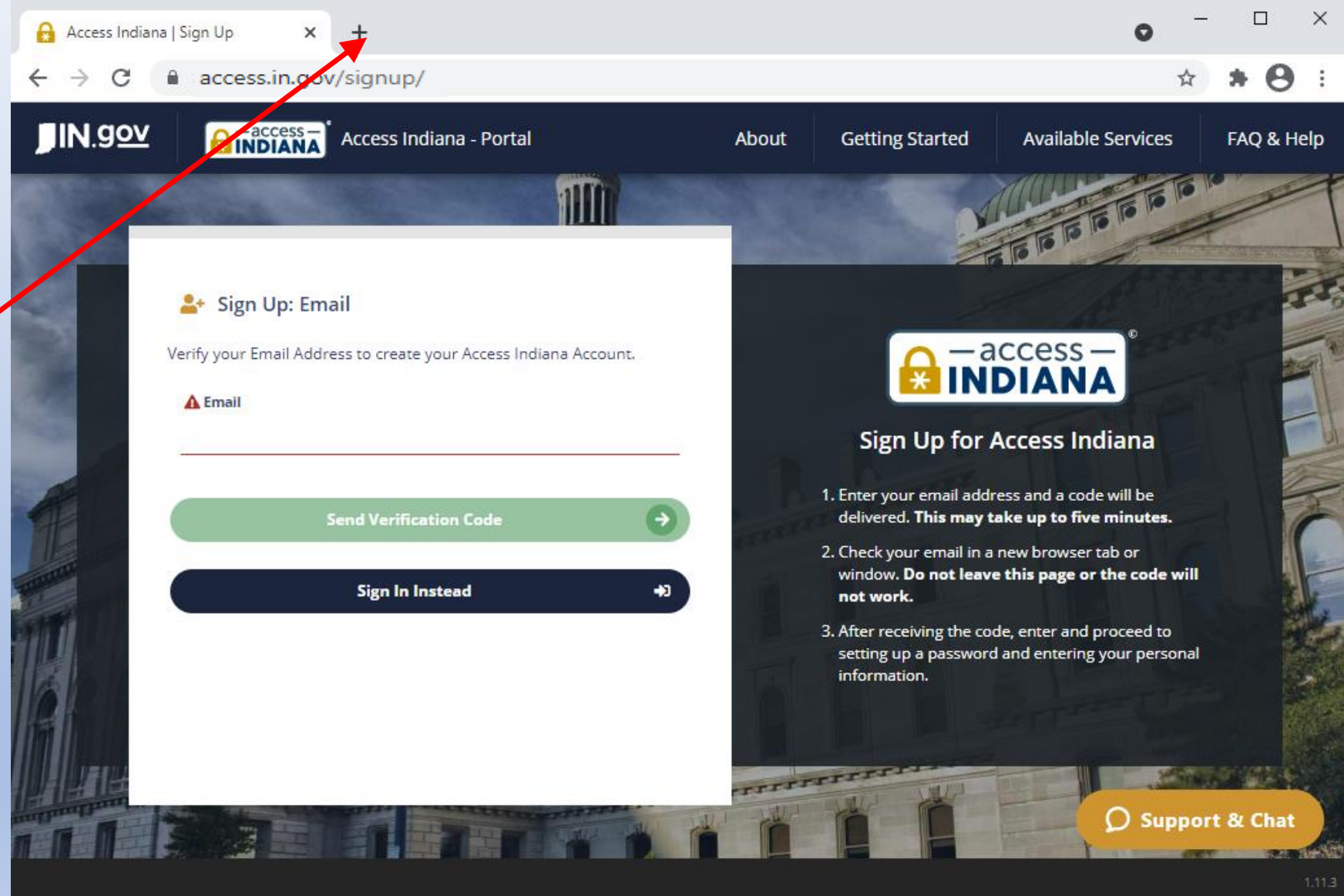
Sign Up for Access Indiana

1. Enter your email address and a code will be delivered. **This may take up to five minutes.**
2. Check your email in a new browser tab or window. **Do not leave this page or the code will not work.**
3. After receiving the code, enter and proceed to setting up a password and entering your personal information.

Support & Chat

Creating your Access Indiana account, Step 3

1. Open a **NEW** browser window to check your email box or open the email client you use to view your email.



The screenshot shows a web browser window with the title "Access Indiana | Sign Up" and the URL "access.in.gov/signup/". The page features the "IN.gov" logo and the "access INDIANA" logo. The main heading is "Sign Up for Access Indiana". Below this, there are three numbered instructions: 1. Enter your email address and a code will be delivered. This may take up to five minutes. 2. Check your email in a new browser tab or window. Do not leave this page or the code will not work. 3. After receiving the code, enter and proceed to setting up a password and entering your personal information. A red arrow points from the instruction "Open a NEW browser window to check your email box or open the email client you use to view your email." to the "+" icon in the browser's tab bar. The page also includes a "Support & Chat" button in the bottom right corner.

Access Indiana | Sign Up

access.in.gov/signup/

IN.gov access INDIANA Access Indiana - Portal

About Getting Started Available Services FAQ & Help

Sign Up: Email

Verify your Email Address to create your Access Indiana Account.

Email

Send Verification Code

Sign In Instead

Sign Up for Access Indiana

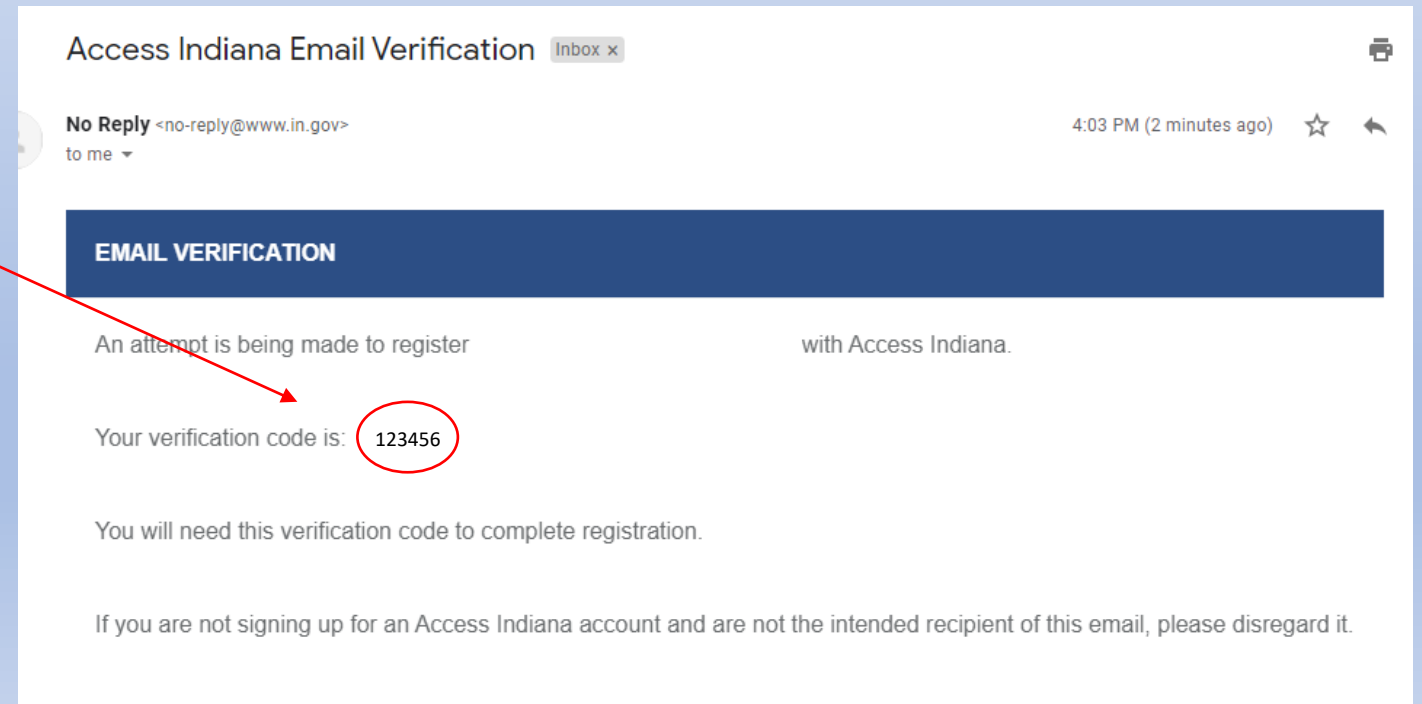
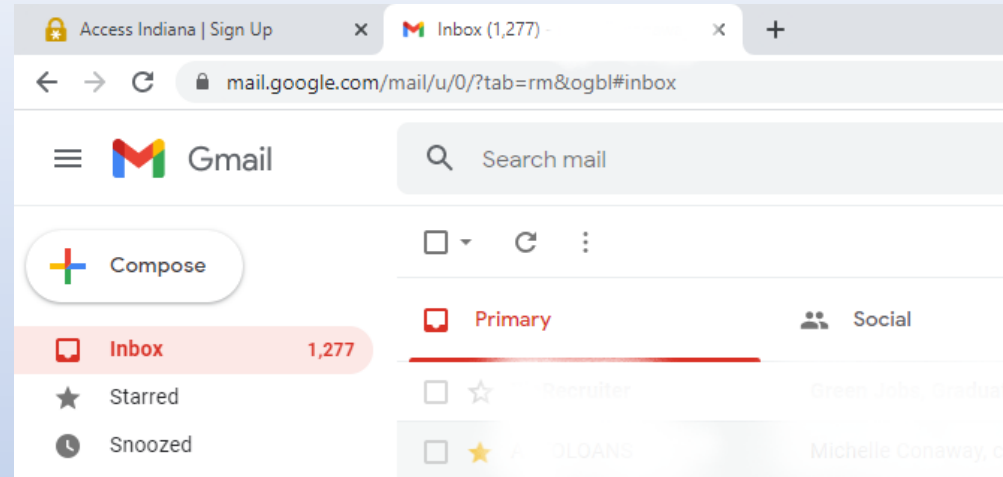
1. Enter your email address and a code will be delivered. **This may take up to five minutes.**
2. Check your email in a new browser tab or window. **Do not leave this page or the code will not work.**
3. After receiving the code, enter and proceed to setting up a password and entering your personal information.

Support & Chat

1.11.3

Creating your Access Indiana account, Step 4

1. Check your mailbox for the code from **Access Indiana**.
2. Copy the **verification code** shown in the email.



Creating your Access Indiana account, Step 5

1. Return to the browser window of the **Access Indiana** Sign Up site.
2. Enter your email address into the **Email** field.
3. Enter your verification number in the **Verification Code** field.

IN.gov **—access—INDIANA** Access Indiana - Portal About Getting Started Available Services FAQ & Help

Sign Up: Email

We have sent a verification code to your email. Please check your email.

Email

Verification Code

Last confirmation sent on May 27th, 2021, at 4:18 pm.

Continue →

Resend Code ✉

Back ←

—access—INDIANA

Sign Up for Access Indiana

1. Enter your email address and a code will be delivered. **This may take up to five minutes.** ✓
2. Check your email in a new browser tab or window. **Do not leave this page or the code will not work.** ✓
3. After receiving the code, enter and proceed to setting up a password and entering your personal information.

Support & Chat

Creating your Access Indiana account, Step 6

1. Create and confirm your **Password**.
2. Click **Continue**.

IN.gov **—access—INDIANA** Access Indiana - Portal [About](#) [Getting Started](#) [Available Services](#) [FAQ](#)

Sign Up: Password

Password

Confirm Password

ATTENTION: Your password is the key to your Access Indiana account and, like your offline life, you should be careful about who you give your keys to. If you share your Access Indiana password with anyone, even family members or coworkers, they may have access to all of your applications and information in Access Indiana.

[Hide this message](#)

Continue →

Cancel ←

—access—INDIANA

Sign Up for Access Indiana

Password Requirements:

- ✓ Minimum 8 characters
- ✓ Lowercase character
- ✓ Uppercase character
- ✓ Digits (0-9)
- ✓ One or more of the following symbols: !@#\$%^&*-_+=[]{}|\':;?/~"()~.

Additional Information:

For your protection, your password must be determined to not be simple enough to guess or frequently used in other systems.

[? Support & C](#)

Creating your Access Indiana account, Step 7

1. Create your **Profile**.
2. Click **Create Account**.

The screenshot shows the 'Sign Up: Profile' form on the Access Indiana portal. The form is titled 'Sign Up: Profile' with a user icon. It contains the following fields:

- First Name
- Middle Name
- Last Name
- Phone
- Organization Name (Optional) with a help icon

At the bottom of the form are two buttons: a green 'Create Account' button with a right arrow, and a dark blue 'Cancel' button with a left arrow.

The background of the page shows the 'Access Indiana' logo and a 'Sign Up for Access Indiana' section with the following instructions:

1. Please enter your full middle name, not an initial for it.
2. We use your phone number in Two-Step Verification if you choose to opt-in for added account security.
3. If this will be a business account, please identify the company that this account will be related to in **Organization Name**.

At the bottom right, there is a 'Support & Contact' link with a question mark icon.

Creating your Access Indiana account, Step 8

1. Although it is not required YET, please sign up for Two-Step Verification.
2. If you do not enable Two-Step Verification now, at some point soon you will be required to enable it.
3. To enable the Two-Step Verification, choose the **Yes, Please** button and click **Continue**.

The screenshot shows the 'Access Indiana - Portal' interface. At the top, there's a navigation bar with 'IN.gov', the 'access INDIANA' logo, and links for 'DASHBOARD', 'SERVICES', 'PROFILE', and 'HELP'. The main content area features a large background image of the Indiana State Capitol dome. Overlaid on this is a white modal box titled 'Sign Up: Two-Step Verification'. Inside the modal, it says: 'Make your account more secure by entering a unique code in addition to your password every time you sign in. This is optional.' Below this, it asks 'Enable Two-Step Verification?' with two radio button options: 'No, thanks.' and 'Yes, please!'. A red arrow points to the 'Yes, please!' option. At the bottom of the modal is a green 'Continue' button with a right-pointing arrow. To the right of the modal, there's a section with the 'access INDIANA' logo and text explaining that two-step verification adds an extra layer of security and how it works (via text message, voice call, or email). At the bottom right, there's a yellow button with a question mark icon and the text 'Support & C'.

Creating your Access Indiana account, Step 9

1. Choose how you want to receive your verification code.
 - I. By email, or
 - II. By phone
2. Be sure to type in your **Password** and click the **Send Verification Code** button.
3. A **Verification Code** will be sent to your preferred option.

IN.gov | access INDIANA | Access Indiana - Portal

SET UP ACCOUNT SECURITY

Choose how you want to receive your verification code

By email ☐

By phone ☐ ☐ Text ☐ Voice

Password

Creating your Access Indiana account, Step 10

1. When you see the **Access Indiana Dashboard**, you have successfully created your new **Access Indiana** account.

